

Welcome to 2nd Grade!

School #39



**2014-2015
Class Handbook**

**Mrs. Cashman's Class
Room 204**

Dear Parents/Guardians,

Welcome to 2nd grade! I will have the pleasure of teaching your child this year. I look forward to working with and getting to know all of you. I have put together some important information for you to read over with your child. You will find information on the academic and behavior expectations, as well as the homework policy. There will be places for you and your child to sign so that I know you have read and understand all of the information.

I am looking forward to working closely with you to create a successful second grade year for your child as they take off with their reading, writing and math skills.

Parent/Teacher Relationship

It is my belief that communication is the key to a great parent-teacher relationship. I will communicate via notes, phone calls, Friday Folders, email and parent-teacher conferences. I encourage you to contact me if you have any questions or concerns at any time. You can call me at school (467-8816), send a note or email me at kimberly.cashman@rcksd.12org .

Parent Participation

Throughout the school year there will be a variety of special classroom activities and celebrations. I encourage you to attend these functions when possible and to support them by sending needed supplies or treats. Your support of school activities makes your child feel important and sends the message that you value school.

Class Beginning and Ending Times

Students are allowed into the building at **9:00 AM**.

Students are dismissed at **3:35 PM**.

If you need to pick up your child early from school or bring your child in late, please check in or out through the main office. If your child is **NOT** to ride the bus, I **MUST** have a note or a phone call. If I do not have a note or a phone call, **I will put your child on the bus.**

School Attendance

I cannot stress the point enough that being on time is necessary for your child's school success. Some of our learning occurs in group activities, which cannot be made up at home. Please value school attendance as a priority and ensure that your child regularly attends school everyday; except in cases of illness or emergency. In case of illness or emergency if your child has to miss school, please send a note explaining the reason your child did not attend school. Without a note, the absence will be considered an unexcused absence rather than an excused absence.

Birthdays

Birthdays are special occasions for all children. If your child wishes, he/she may bring treats for the class on his/her birthday. Please send a note a day or two in advance, and I will set aside some class time for the party. Any food must be store bought, please **DO NOT** bring homemade treats. Please provide napkins, plates and cups (if you are providing drinks)

Routines

Your child should come to school well rested. It is important to have a consistent nightly bedtime. Reading to your child daily is one of the most valuable gifts you can give him/her. Talking with your child about school is a wonderful way to show your support and build a successful year!

Homework

Homework is very important. It allows your child time to practice skills learned during the school day. Homework is also about developing responsibility in our children. They are responsible to bring home the assignment, complete it with a parent's guidance, and then return it. These skills will help to serve your child well later in his/her school life!

Second graders should spend no more than 15-30 minutes each evening on homework. If your child is consistently spending more time than this, or if a particular assignment takes considerably longer, please let me know.

Much of the assigned homework in second grade is designed to be done with the assistance of a family member. There will be games, interviews, questions, etc. that may accompany a homework assignment. Even independent tasks, however, need parental involvement. Always check your child's work. Unless otherwise specified, homework is due on Friday each week.

Parents often wonder, "Should I correct my child's mistake? How will the teacher know he/she is having a problem?" Our advice is, yes. Point out the mistakes to your child in a gentle way, and use that opportunity to reteach and clarify the skill. If you would like us to know about a particular problem area, jot a note, and we'll respond as soon as possible. Listed below is the schedule of what homework will be sent each night.

Spelling Homework - M, T, W. Spelling words come from the same word family or skill area. If your child recognizes and practices the pattern or skill, he/she will be able to do well on the test each Friday. Students will also have some sight words each week to practice.

Reading Comprehension - Th. Each week your child will have a passage to read and practice answering questions about what they have read. It is important that this be read together and that your child works on decoding skills while reading. In addition they may need help answering the questions.

Sight Word Practice - Done Daily. This is so important to your child's progress. You will be receiving a list of words that your child needs to learn. You can run through them quickly in the car, in the kitchen at dinner, before bed, etc. When your child knows all the words in one section, he/she will receive a balloon as a celebration of his/her success!

Math Homework - M, T, W, Th. This will be sent home along with spelling homework. Math homework will allow students to practice material that was learned during the week.

Reading Homework - Daily. Your child will be reading everyday in school and needs to continue to read at home. Please read with your child each day. It is expected that your child reads 30 minutes nightly. This can be by the child reading aloud to an adult or partner reading with an adult.

Incomplete Work - F. On Friday your child will receive any work that they did not complete for the week. They may also work on papers that need to be corrected. This will allow them to keep up to date with our work and not fall behind.

Behavior

It is expected that your child follow the schools' rules as well as our classroom rules. In case students do not follow the rules, I have the following set in place for them. This year I am using a positive reinforcement behavior system in the classroom. This behavior system is called "Shooting for the Stars" and is based on a four point rubric system. All students begin each morning on the Earth; then they can begin moving up the chart to the Moon, Sun, and finally the Star as they demonstrate positive classroom behavior. If they forget to follow classroom guidelines, they may remain on hold or move their clip down the "Shooting for the Stars" chart. The Earth and Moon are considered at Level 2, the Sun is a Level 3 and Star is a Level 4. If your child has had a particularly difficult time behaving within classroom guidelines, he/she will be disqualified from earning a stamp on that day, and I will write you a note with a brief explanation regarding the poor behavior or place a phone call home.

This behavior system will focus on positive behaviors and will provide students with many opportunities to make good choices and earn Sun and Star stamps in their folder. I know this system will help students take responsibility for their behavior and develop self-control, and confidence in themselves.

Uniforms

Students are expected to follow the guidelines set forth by the Rochester City School District and School #39. If there is a problem with your child I will contact you and discuss my concerns.

Classroom Expectations

1. Be respectful to all students and adults.
2. Be responsible - remember to bring home your folder and return it to school each day. Do your homework and return it on Friday.
3. Be Safe in the classroom and on school grounds.
4. Feel comfortable in the classroom. Ask questions. Don't be afraid.
5. If you are late or absent to school, you need to bring an excuse.
6. If you could not complete your homework for any reason, please have your parent write a note explaining why.
7. Practice reading every day when you go home. Our expectation is 30 minutes a night. Reading is very important. You must practice EVERYDAY!

I am looking forward to a very exciting and fun year. If at any time you have any questions or concerns, please do not hesitate to contact me. I want this school year to be a wonderful and positive experience for all of us.

Sincerely,

Mrs. Cashman

Expectations Handbook

I have read the expectations and handbook for 2nd grade and have discussed them with my child. I will do my best to follow them and assist in any way that I can.

Student's Signature

Parent's Signature

Please sign and return to school!



WELCOME



Please tell me a little about yourself and your child.

Child's Name _____

Mom's Name _____

Mom's Address _____

Mom's Home Number _____

Mom's Work Number _____

Mom's Cell Number _____

Mom's Email _____

Dad's Name _____

Dad's Address _____

Dad's Home Number _____

Dad's Work Number _____

Dad's Cell Number _____

Dad's Email _____

Additional EMERGENCY CONTACTS:

1. Name _____

Phone Number _____

2. Name _____

Phone Number _____

Does your child have any Allergies/Medical Concerns?

If there is anything else you want me to know about your child or your family please write me a note on the back.